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DD/S&T-074-66

3 January 1966

NOTE FOR: Dr. Wheelon

**SUBJECT : Participation in Midcareer Course
Presentation**

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1. The Midcareer Course is being presented at [] again and arrangements have been made for DD/S&T to participate on Monday, 17 January 1966.

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2. Mr. Carl Duckett has been informed that you wish him to make the overall DD/S&T presentation on Monday morning from 0945-1200. [] is scheduled to discuss the Impact of Automatic Data Processing on Agency Activities from 1300-1430. The usual DD/S&T panel composed of Messrs. Duckett, Chapman, Miller and [] and Dr. Chamberlain will have its dialogue with the students from 1445 to 1615.

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3. The DD/S&T group will travel on Agency-controlled aircraft leaving Washington National Airport for [] on 17 January. Messrs. Duckett and [] will leave from Headquarters (Room GB17) at 0745

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and depart Washington Airport at 0815 local time. The other members of the panel will receive transportation (arranged by OTR) from the building at 1245 with wheels up from Washington Airport at 1330. The entire group is scheduled to depart from [] local time and will be transported from the Airport to Headquarters building.

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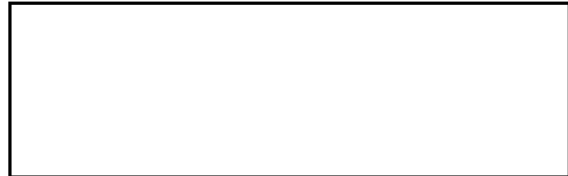
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4. On Friday, 21 January, the Executive Director-Comptroller and all Deputy Directors are requested to address the Midcareer group in Room 1A13, Headquarters. You are scheduled for one hour from 1315-1415. [] Chief of the Midcareer Course, plans to submit five questions in advance which have been prepared by the students to be answered by each Deputy Director, as appropriate. You are also asked to discuss for about five to ten minutes long-range planning in DD/S&T.

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5. All students in the Course will have SI and TKM security clearances.



cc: D/OSI
D/ORD
D/OEL
D/FMSAC
D/OCS

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